

ESD PERFORMANCE REVIEW CALENDAR 2004

Below is an overview of the Lab's and the Division's calendar for completing the annual performance review process. Please review your personal calendar and if necessary accelerate the due date for any actions described below. Please try to coordinate with your employee(s), supervisor(s), or Department(s).

JUNE	
June 21–25	Each supervisor will receive an E-mail with a list of all his/her staff. Supervisors should already begin requesting feedback for each employee.
June 23	<i>PRD and P2R Process Training Session 1</i> , 10am–11am, Conference Room 90-1099 by Kamala Green, Human Resources.
JULY	
July 12	<i>PRD and P2R Process Training Session 2</i> , 10am–11am, Conference Room 90-1099 by Kamala Green, Human Resources.
July 12–16 (or earlier)	Employee: <ol style="list-style-type: none"> 1. Complete applicable forms (see Attachment 2) and submit them to your supervisor. 2. Also complete necessary tasks discussed in Attachment 1.
July 19–23 (or earlier)	Supervisor: <ol style="list-style-type: none"> 1. Complete PRD/P2R evaluations. 2. Collate all documentation and submit a complete employee evaluation package to the appropriate Department Head. Refer to Attachment 2 for complete listing of performance review forms for an employee's evaluation package.
July 26– August 2 (or earlier)	Department Heads will review performance evaluations and forward completed evaluation packages to Amy Lazaro (HR-90G) by August 2, 2004. If at all possible, deliver with the majority of your completed reviews.
AUGUST	
August 2–13	Kamala Green (HR) and Division Director will review all evaluations.
August 13–20	Department Heads receive performance evaluations / feedback from Division Director and HR.
August 20–27 (or earlier)	Department Heads return all evaluations to supervisors for corrections (if needed). Supervisors: <ol style="list-style-type: none"> 1. For your <i>non S&E</i> employees, the returned evaluation form will have HR and the Division Director's signature. <ul style="list-style-type: none"> a. No Corrections: (i) sign and date the evaluation and (ii) complete discussions (iii) return evaluation form with all original signatures to your Department Head. b. Corrections: coordinate with Amy Lazaro for HR and Director's signature (prior to your signature and discussion with employee). 2. For your <i>S&E</i> employees, the returned evaluation form will not have signatures. <ul style="list-style-type: none"> a. No Corrections: (i) sign and date evaluation (ii) return form to your Department Head to await further evaluation (see September dates).

	b. Corrections: coordinate with Amy Lazaro
August 30	Department Head delivers all original evaluation packages (refer to Attachment 2) to Amy Lazaro.
SEPTEMBER	
September 13– 17	Division Director will meet with Lab Director to discuss all S&E performance evaluations.
September 20– 22	HR and Division director signs and dates evaluations and returns S&E reviews to Department Heads.
September 23– 30 (or earlier)	Department Heads return all evaluations to supervisors. Supervisors: 1. For your S&E employees , the returned evaluation form will have your signature as well as HR and the Division Director's signature. a. Discuss performance evaluations with S&E employees and obtain signature. b. Return form to your Department Head.
OCTOBER	
October 4–8	Department Heads return all signed S&E evaluations to Amy Lazaro. HR will return copies of evaluation packages to supervisors. Supervisor return package to employee.

PRD AND P2R PROCESS TRAINING

All supervisors (especially newly appointment supervisors and supervisors of RX and TX employees) are strongly encouraged to attend a refresher PRD and P2R process training session by Kamala Green, Human Resources (x7635). If you are unable or do not attend, please review the calendar for completion deadlines or contact Kamala for guidance and/or consultation.

The training dates and times are:

June 23rd 10am–11am, **Conference Room 90-1099**
July 12th 10am-11am, **Conference Room 90-1099**